

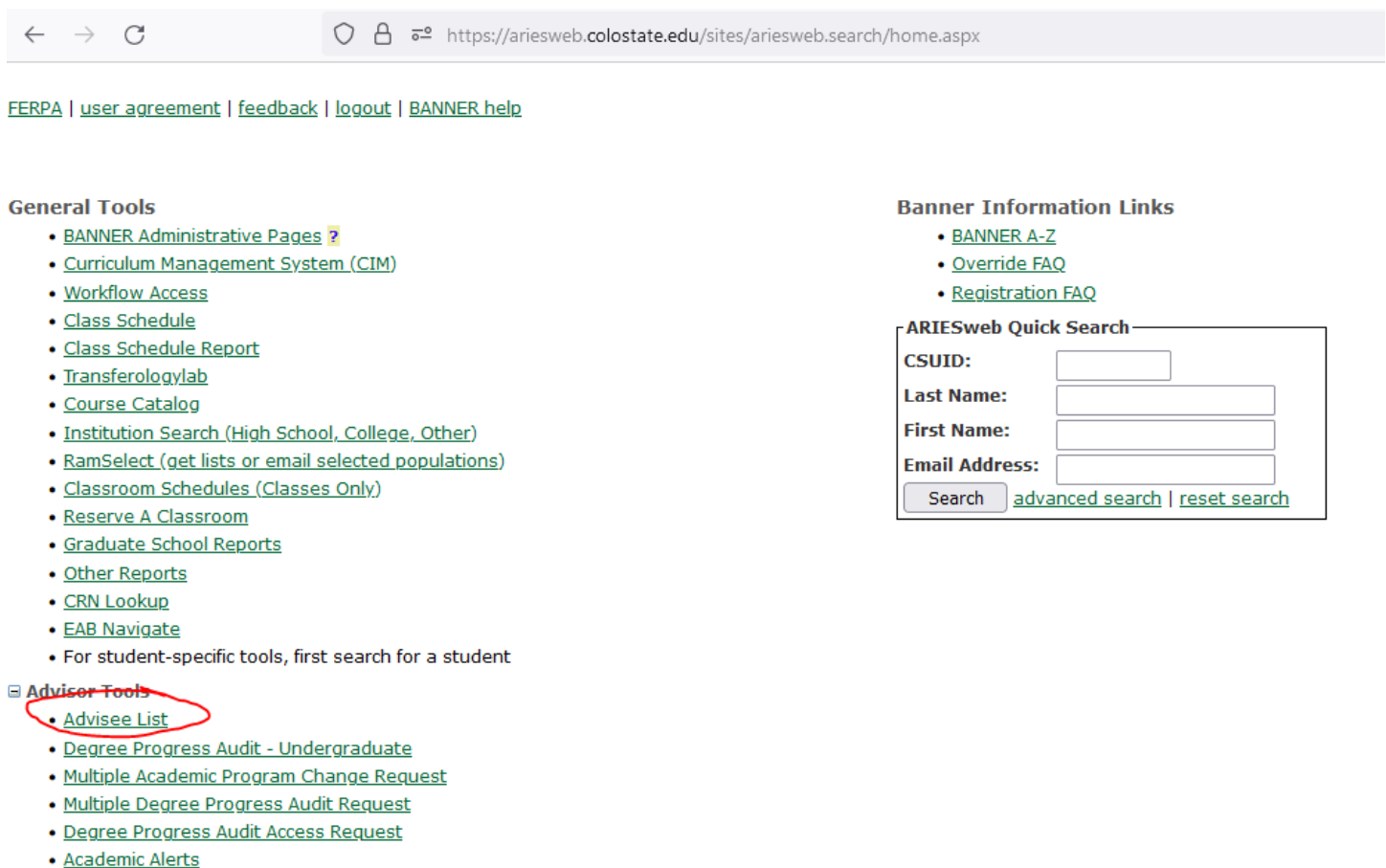
Student Advising Assignments Overview

Updated September 5, 2023

Effective, July 5th, 2023, as previously communicated, there are updates to some advising tools that impact student documentation (comments, notes, and Appointment Summary Reports), assignments, Grade Predictor, and Target GPA. This resource is an overview of Student Advising Assignments (SAA).

For all options in this document, the first step is to log into ARIESweb with your NetID and password:

<https://ariesweb.colostate.edu/sites/ariesweb.search/home.aspx>



The screenshot shows the ARIESweb home page in a browser. The address bar displays the URL: <https://ariesweb.colostate.edu/sites/ariesweb.search/home.aspx>. Below the address bar, there are navigation links: [FERPA](#) | [user agreement](#) | [feedback](#) | [logout](#) | [BANNER help](#).

The page is divided into two main sections:

- General Tools**
 - [BANNER Administrative Pages ?](#)
 - [Curriculum Management System \(CIM\)](#)
 - [Workflow Access](#)
 - [Class Schedule](#)
 - [Class Schedule Report](#)
 - [Transferologylab](#)
 - [Course Catalog](#)
 - [Institution Search \(High School, College, Other\)](#)
 - [RamSelect \(get lists or email selected populations\)](#)
 - [Classroom Schedules \(Classes Only\)](#)
 - [Reserve A Classroom](#)
 - [Graduate School Reports](#)
 - [Other Reports](#)
 - [CRN Lookup](#)
 - [EAB Navigate](#)
 - For student-specific tools, first search for a student
- Adviser Tools** (indicated by a minus sign icon)
 - [Advisee List](#) (circled in red)
 - [Degree Progress Audit - Undergraduate](#)
 - [Multiple Academic Program Change Request](#)
 - [Multiple Degree Progress Audit Request](#)
 - [Degree Progress Audit Access Request](#)
 - [Academic Alerts](#)

On the right side of the page, there is a section titled **Banner Information Links** with the following links:

- [BANNER A-Z](#)
- [Override FAQ](#)
- [Registration FAQ](#)

Below these links is the **ARIESweb Quick Search** form, which includes input fields for CSUID, Last Name, First Name, and Email Address. A **Search** button is located below the fields, along with links for [advanced search](#) and [reset search](#).

Figure 1: ARIESweb home page – select **Advisee List** (circled in figure 1) for access to Student Advising Assignments. In SAA, select the Home button (displayed in Figure 2) to get started.

Home Page Overview

COLORADO STATE UNIVERSITY | STUDENT ADVISING ASSIGNMENTS

1 Home 2 Student 3 Notes Archive 4 Drop Ins 5 Assignments 6 Logout

ID or part of a name Search Last Search:

Welcome to the new Student Advising Assignments.

[show announcements](#)

Look up a student above, or use the tabs to visit the various functional areas.

- Student search listing details
 - Calculate a predicted GPA based on grades for a current semester's courses
 - Calculate number of A's, B's & C's needed to obtain a desired GPA
- Notes Archive - back up of previous notes and select notes and advising appointments pulled down from [EAB Navigate](#).
- Assignments - manage who is on your advising lists and pull down some basic information for those student. Changes assignments in Ramweb and Ariesweb within 10 minutes, and EAB Navigate within 2 hours.

Your Links

- [My Account](#)
- [My Notes](#)
- [Log out](#)

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Figure 2: Screenshot of home page in Student Advising Assignments with menu bar numbered for explanation as follows.

1. Home – visit to return to this page from any page in SAA
2. Student - Look up a student
3. Notes Archive - back up of previous notes and select notes and advising appointments pulled from [EAB Navigate](#). Includes link to Navigate to enter new notes and appointment summaries on active students.
4. Drop Ins – dropdown menu that includes access to SAA Drop In system, Log, Count Status by Month, and option to Add a new Student for drop ins.
5. Assignments – includes Assignment Management, Advisee List, Assign Individual, Mass Assign From List, Mass Remove From List, and Still Needs Assignments
6. Logout FIRST LAST NAME – button to select to logout from SAA

Notes Archive Overview

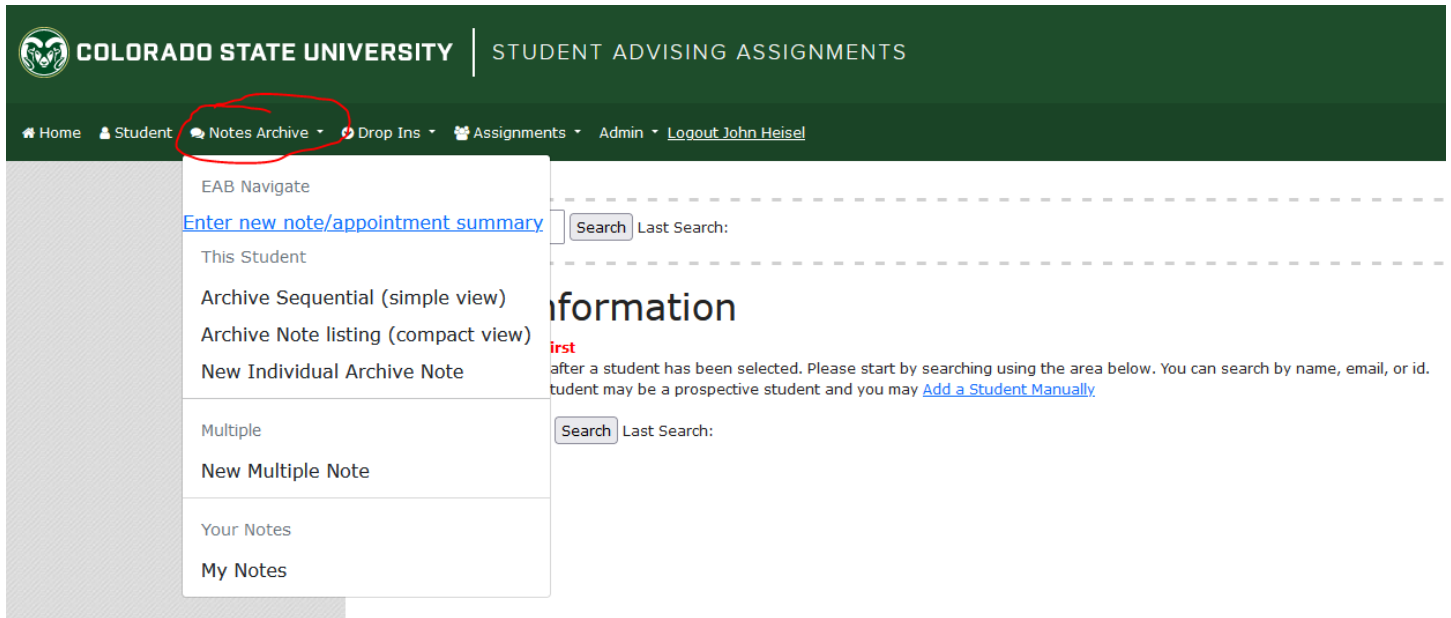


Figure 3: Screenshot showing “Notes Archive” dropdown menu in Student Advising Assignments.

Assignments Overview Assignment Management

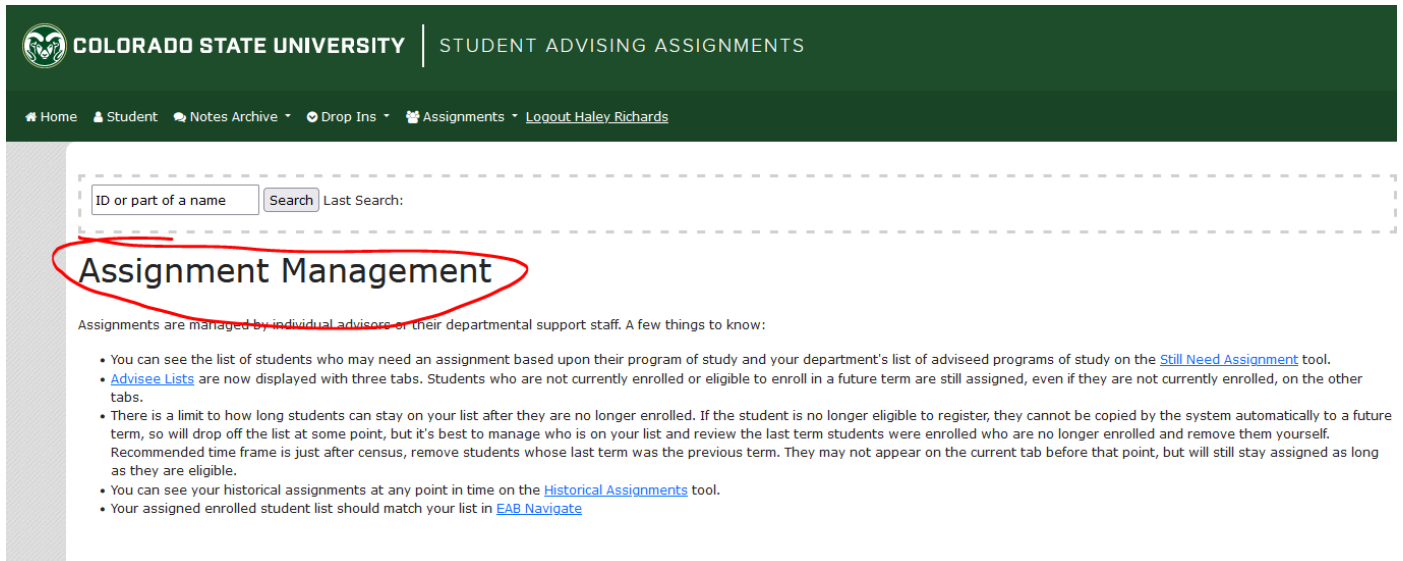


Figure 4: Assignment Management screen – an overview of the assignment tool in SAA

Advisee List

View Assignments for [redacted]

Users in Department
Select Advisor [dropdown] Switch/Show Advisor's List

[Download Excel File](#) | [Download Excel of all assignments in my department](#) | [General Report](#)
[Re-synchronize assignments for \[redacted\] to Ariesweb/Banner](#)

Active Students (Could Register) | Current Students (Registered) | Not Current Students | All | About these lists

Show 10 entries Search: [input]

Notes	Student ID	First Name	Last Name	Major	Assignment Type	GPA	Action
	[redacted]	[redacted]	[redacted]	Exploratory Studies: Business Interest	Academic Advising Contact (2nd Major)	1.569	Details
	[redacted]	[redacted]	[redacted]	Exploratory Studies: Engineering Interest	Primary Academic Advising Contact	1.60873913	Details
	[redacted]	[redacted]	[redacted]	Exploratory Studies: Engineering Interest	Primary Academic Advising Contact	2.752870968	Details

Figure 5: Advisee List - displayed with the following tabs: Active Students (Could Register), Current Students (Registered), Not Current Students, All, and About these lists.

- Active Students who are not currently enrolled or eligible to enroll in a future term are still assigned, even if they are not currently enrolled, on the other tabs.
- Current students are registered at CSU. included in an advisor's caseload. May or may not be students enrolled in classes. Their last registered term is the current term (or after). For example, today is July 27th, so the last term is Summer 2023.
- Not Current Students are not registered

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Home Student Notes Archive Drop Ins Assignments Logout Haley Richards

ID or part of a name Search Last Search:

View Assignments for [REDACTED]

Users in Department
 Select Advisor Switch/Show Advisor's List

[Download Excel File](#) | [Download Excel of all assignments in my department](#)
[Re-synchronize assignments for \[REDACTED\] to Ariesweb/Banner](#) [General Report](#)

Active Students (Could Register) Current Students (Registered) Not Current Students All About these lists

Show 10 entries Search:

Notes	Student ID	First Name	Last Name	Major	Assignment Type	GPA	Action
	[REDACTED]	[REDACTED]	[REDACTED]	Exploratory Studies: Business Interest	Academic Advising Contact (2nd Major)	1.569	Details
	[REDACTED]	[REDACTED]	[REDACTED]	Exploratory Studies: Engineering Interest	Primary Academic Advising Contact	1.60873913	Details
	[REDACTED]	[REDACTED]	[REDACTED]	Exploratory Studies: Engineering Interest	Primary Academic Advising Contact	2.752870968	Details

Figure 6: Advisee List with “Details” action circled. Select “Details” per student to edit their assignment.

Assign Individual

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Home Student Notes Archive Drop Ins Assignments Logout Haley Richards

[REDACTED] Search Last Search: [File Briefcase](#)

Student ID: [REDACTED] **Last Term Enrolled:** 202390 **Cumulative GPA:** [REDACTED]
Email: [REDACTED] **Phone:** [REDACTED] **Major:** Exploratory Studies: Business Interest (USBU) [1837]

CSUID: [REDACTED]
Email: [REDACTED]

Current Advisor

- [REDACTED] - Collab Student Achievement (Academic Advising Contact (2nd Major) - ----- 4/3/2020) [Remove](#)
- [REDACTED] - COB Academic Support (Minor Advising Contact 8/17/2023) [Remove](#)
- [REDACTED] - Collab Student Achievement (Primary Academic Advising Contact 8/17/2023) [Remove](#)

[RAMweb Assignment Details](#) [Assign Someone](#)

Class Level: Junior
Major: Exploratory Studies: Business Interest (USBU)

https://secure.studentachievement.colostate.edu/san_net/

Figure 7: Advisee Individual – lists the first student in your caseload (based on first name) and has options for assignments and obtaining more information

Mass Assign from List

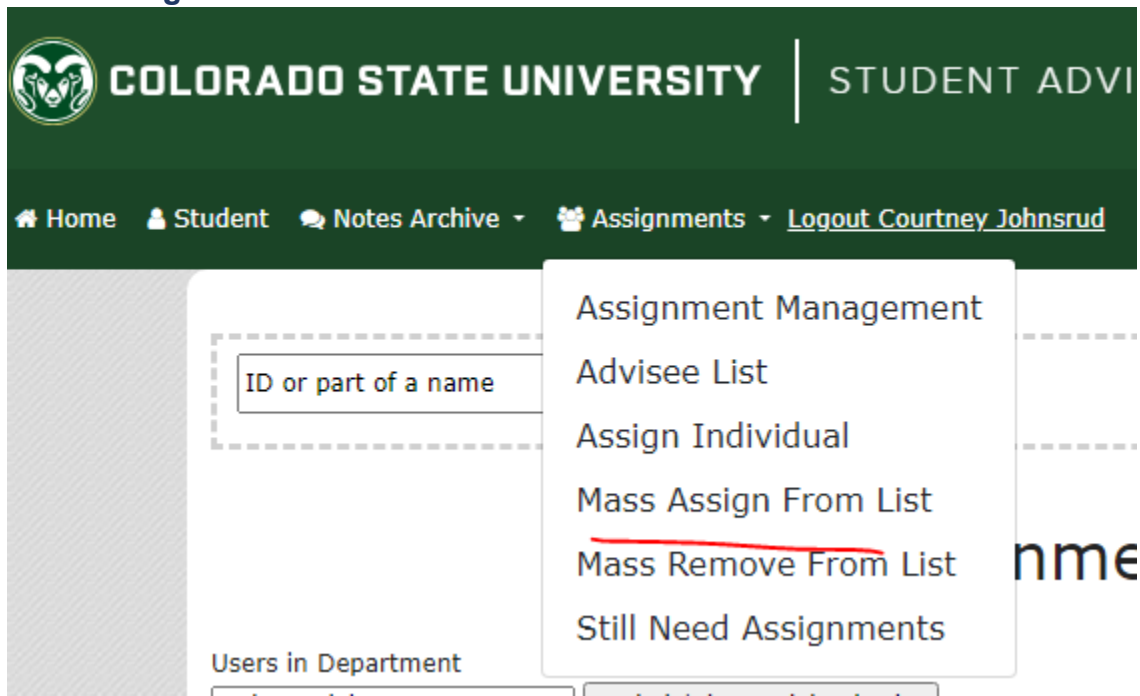


Figure 8: Screenshot of “Assignments” dropdown in Student Advising Notes that highlights the “Mass Assign From List” button.

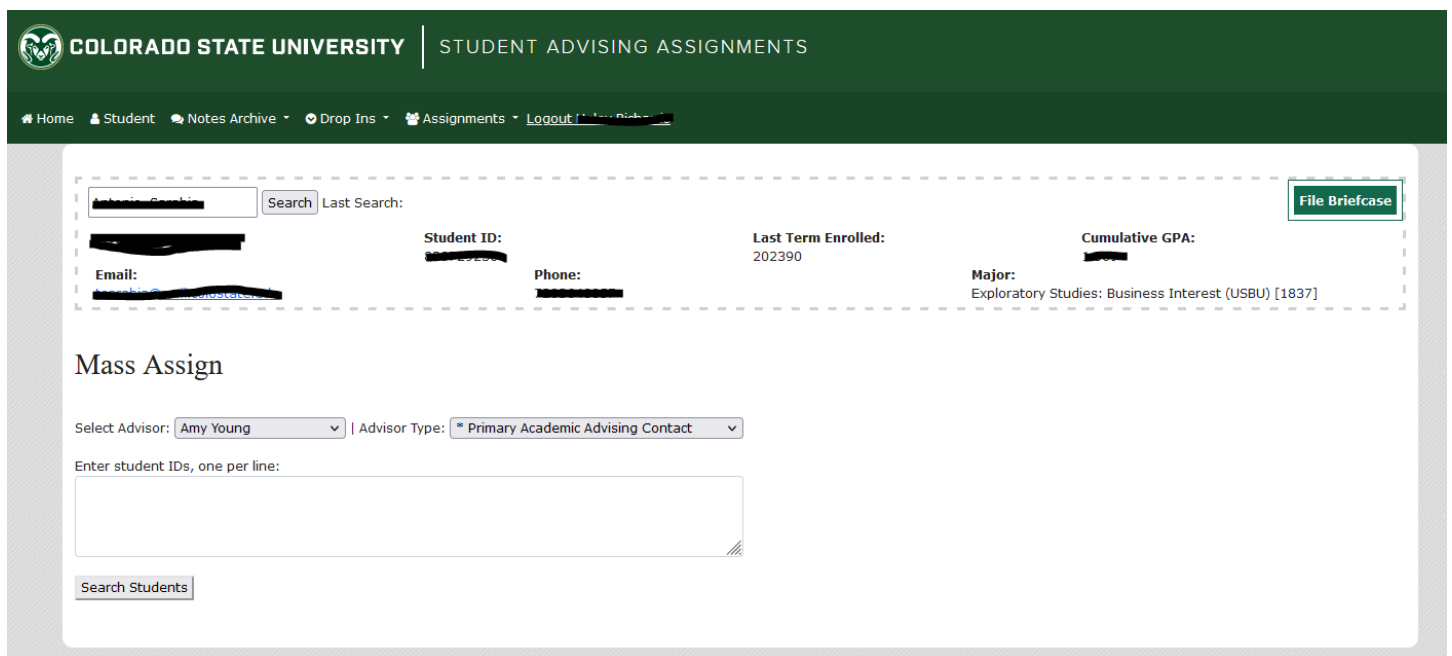


Figure 9: Mass Assign – provides the option to mass assign students by pasting a list of CSUIDs into the box and choosing the dropdown menus for Advisor and Advisor Type. This adds students in bulk to an advisor’s caseload.

Mass Removal

COLORADO STATE UNIVERSITY | STUDENT ADVISING ASSIGNMENTS

Home Student Notes Archive Drop Ins Assignments Logout

Search Last Search: [Redacted] File Briefcase

Student ID: [Redacted]	Last Term Enrolled: 202390	Cumulative GPA: [Redacted]
Phone: [Redacted]	Major: Exploratory Studies: Business Interest (USBU) [1837]	

Mass Removal of Assignments

If the student is assigned to the advisor, no matter the type of assignment, they will be removed

Select Advisor: Amy Young

Enter student IDs, one per line:

Search Students

Figure 10: Mass Removal - provides the option to mass remove students from a caseload by pasting a list of CSUIDs into the box and choosing the dropdown menus for advisor's name. This removes students in bulk from an advisor's caseload.

Students who still need assignment

Students who still need assignment (2):

This page shows students that do not have a "Primary Academic Advising Contact" in your associated departments: **Electrical and Computer Engr.**

You can download the list using **Download Student List** and then assign a group of them on **Assign List of Students**

Or, below, you can click the 'Details/Assign' button for an individual student to make an assignment just for that student.

Figure 11: Still Needs Assignments – Displays students that do not have a "Primary Academic Advising Contact" in your associated departments. From this screen you can select **Download Student List** button and then assign a group of them through **the Assign List of Students** button.

Mass assign from list

- In Student Advising Assignments, you can create "Mass Assignments" where you assign students in bulk to an advisor, you can "Mass Remove from List" where you remove students in bulk from an advisor, or you can assign students individually to an advisor and manage an advisor's advisee list by removing students that are no longer enrolled.

Glossary of advisor types in Student Advising Assignments

Assign Advisor

The screenshot shows a web form titled "Assign Advisor" with a close button in the top right corner. The form has three main sections: "Advisor Assignment:", "Advisor Type:", and "Additional Information:".

- Advisor Assignment:** A dropdown menu currently showing "DJ Hightower".
- Advisor Type:** A dropdown menu with a list of options. The top three options are marked with an asterisk (*):
 - * Primary Academic Advising Contact
 - * Academic Advising Contact (2nd Major)
 - * Minor Advising ContactThe remaining options are:
 - Academic Advancement Center
 - Academic Coach
 - Athletics
 - Career/Technical
 - Community for Excellence
 - Dissertation/Doctoral Program
 - Education Licensure
 - Faculty
 - Honors
 - Intern
 - International Programs
 - Learning Community
 - Learning Community Coordinator
 - Master Program
 - Mentor/Mentor Group
 - Military
- Additional Information:** An empty text input field followed by a "Submit" button.

Background text from another page is visible through the form, including "Student ID:", "Enrolled:", "Cumulative GPA:", "Major:", "Exploratory Studies: Business Inter", "Assignment Details", and "Assign So".

Figure 12: Image displaying dropdown menu of advisor types in Student Advising Assignments.

Degree Types – designated by a * before them.

- * Primary Academic Advising Contact - This label is for the first declared major, Concentration and options.
- * Academic Advising Contact(2nd) - This label is used for 2nd major
- * Minor Advising - This label is for Advisors that advise Minor Requirements Including Interdisciplinary Minors

Support Network – all the advisor types in the list without stars (Academic Advancement, Academic Coach, etc.)

Frequently Asked Questions about Student Advising Assignments and Navigate

When do students become "inactive" in Navigate?

- after a semester of the following criteria, students should be inactive in Navigate (note: inactive students may still display for up to two years)

- graduated and not enrolled in classes
- withdrew from CSU and told CSU
- not enrolled in classes by census
- expelled due to academic or disciplinary reasons
- all records will stay in ARIESweb longer than 2 years

Please [submit a support request](#) if you notice a student is active longer than the criteria in this FAQ.

When do students become active in Navigate?

- Once a student is admitted to CSU
- Note: students become “inactive” if not enrolled in classes at [Census \(University Add/Drop Deadline for Most Classes\)](#)

What is the difference between Current and Not Current Students (as labeled in Student Advising Assignments)?

- Current students are registered at CSU. included in an advisor’s caseload. May or may not be students enrolled in classes. Their last registered term is the current term (or after). For example, today is July 27th, so the last term is Summer 2023.
- Not Current Students are not registered

What is the difference between ARIESweb, Student Advising Assignments, and Navigate?

- **ARIESweb** is front end tool created by the Registrar’s Office that connects other tools that staff use to work with students.
- **Student Advising Assignments** keeps a record of current and non-current students and primarily serves as a tool to access historical notes and assign students to staff caseloads.
- **Navigate** is a tool to provide accurate information on active students while providing data and analytics to track student success. Further it is a data collection tool. Records interactions with students for student scheduling, outreach and reporting (appointment summaries and notes).

NOTE: Changes to Student Advising Assignments will continue as needed and Advising Training and Development will communicate updates through the Advising Network Newsletter and the Advising Network Team.

Support Requests with Advising Training and Development, and Online Resources

- Submit a support request through the Advising at CSU website at <https://advising.colostate.edu/submit-support-request/>
- [Advising Training and Development resources](#)